

## PROGRAMME: ADVANCED COURSE

### January 10th

SERVICE TO MANAGEMENT AND REVIEW OF  
EXISTING CONTROLS (Chaps. 1-9 and 12)

LECTURER: H. Copland, C.A.,  
Ontario Department of Highways.

### January 17th

ORGANIZATION AND TECHNIQUES OF IN-  
TERNAL AUDITING (Chaps. 10, 11, 13 and 14)

LECTURER: A. E. Stead, C.A.,  
Chartered Trust Company.

### January 24th

CASH, CREDIT AND RECEIVABLES  
(Chaps. 15-16)

LECTURER: A. R. Hendriks,  
Power Super Markets Ltd.

### January 31st

CAPITAL EXPENDITURES (Chap. 18)

LECTURER: F. A. Beale,  
The Steel Company of Canada Ltd.

### February 7th

PROCUREMENT (Chaps. 23 and 24)

LECTURER: R. E. Singleton, C.A.,  
Canadian Pittsburgh Industries Ltd.

### February 14th

TRAFFIC AND MARKETING (Chaps. 26 and 27)

LECTURER: N. Mitchell, B.Com.,  
Goodyear Tire and Rubber Co. Ltd.

### February 21st

BRANCH OFFICE AND FACTORY CREDITS  
(Chaps. 19 and 20)

LECTURER: W. Tyler, A.C.I.S.,  
Lever Brothers Ltd.

### February 28th

AUDIT APPROACH TO MACHINERY  
ACCOUNTING

LECTURER: D. C. Whitney,  
Prudential Insurance Co.

### March 7th

FRAUD (Chap. 25)

LECTURER: D. C. Pace, C.A.,  
Amalgamated Electric Corp. Ltd.

### March 14th

REPORTING AND MANAGEMENT ACTION  
(Chaps. 21 and 22)

LECTURER: D. C. Whitney,  
Prudential Insurance Co.



UNIVERSITY OF TORONTO  
UNIVERSITY EXTENSION

Session 1960-61

Courses in

**INTERNAL AUDITING**

*in co-operation with the*  
INSTITUTE OF INTERNAL AUDITORS  
TORONTO CHAPTER

P80-022-0  
(95)

## INTERNAL AUDITING

**Tuesdays**

**20 Lectures**

These two courses, Basic in the Fall and Advanced in the Winter Term, are presented by the Institute of Internal Auditors. The Basic Course consists of 10 lectures and is designed to provide a basic outline of Internal Auditing and its application to the major features of business and industry. Members of the office staff and their supervisors who are interested in the application of Internal Controls to office and factory operations, will find the course useful. It will also serve as an introduction to the Advanced Course, and a basis for those interested in Internal Auditing as a career.

Persons who have had basic training in Internal Auditing or its equivalent, and who are seeking advanced knowledge on a managerial level, will find the Advanced course in Internal Auditing helpful. It will provide a suitable continuation of study for those who have taken the Basic Course. There will be opportunity for discussion of theory and actual experience. The recognized text will be "Internal Auditing for Management" by Lampert and Thurstone, Prentice-Hall.

**TIME:** 7:30 p.m.

Fall Term: October 11th–December 13th.  
Winter Term: January 10th–March 14th.

**PLACE:** Room 116, Wallberg Building.

**FEE:** \$15.00 each course.

**Registration:**

By mail or in person at Room 207, 65 St. George Street, 9 a.m. to 5 p.m. daily, except Saturdays. Information may be obtained by telephoning WA. 3-6611, locals 301, 304, 526, 527. In order to accommodate students and enable them to enrol during the evening, registrations will be taken:

Monday, September 12th

Monday, September 19th

from 7:30 to 9 p.m. in the Wallberg Building, corner of St. George and College Streets.

## PROGRAMME: BASIC COURSE

**October 11th**

**NATURE AND OBJECTIVES**

**LECTURER:** Donald C. Whitney,  
Prudential Insurance Co. of America.

**October 18th**

**PURCHASING**

**LECTURER:** Robert E. Singleton, C.A.,  
Canadian Pittsburgh Industries Ltd.

**October 25th**

**PAYMENTS AND CASH DISBURSEMENTS**

**LECTURER:** Douglas A. Cole, C.A.,  
Canadian Pittsburgh Industries Ltd.

**November 1st**

**MATERIALS CONTROL**

**LECTURER:** H. Copland, C.A.,  
Ontario Department of Highways.

**November 8th**

**PAYROLLS**

**LECTURER:** Lorne J. MacKenzie, C.A.,  
Shell Oil Company of Canada Ltd.

**November 15th**

**FINISHED GOODS—PRODUCTION AND SALES**

**LECTURER:** Robert C. Morgan, C.A.,  
Imperial Oil Limited.

**November 22nd**

**RECEIVABLES AND CREDIT**

**LECTURER:** H. Copland, C.A.,  
Ontario Department of Highways.

**November 29th**

**CASH RECEIPTS**

**LECTURER:** L. Vernon Carter,  
Canadian Oil Companies Ltd.

**December 6th**

**FIXED ASSETS**

**LECTURER:** Lorne J. MacKenzie, C.A.,  
Shell Oil Company of Canada Ltd.

**December 13th**

**COMPANY RECORDS**

**LECTURER:** Walter R. Brindell,  
Canada Packers Ltd.